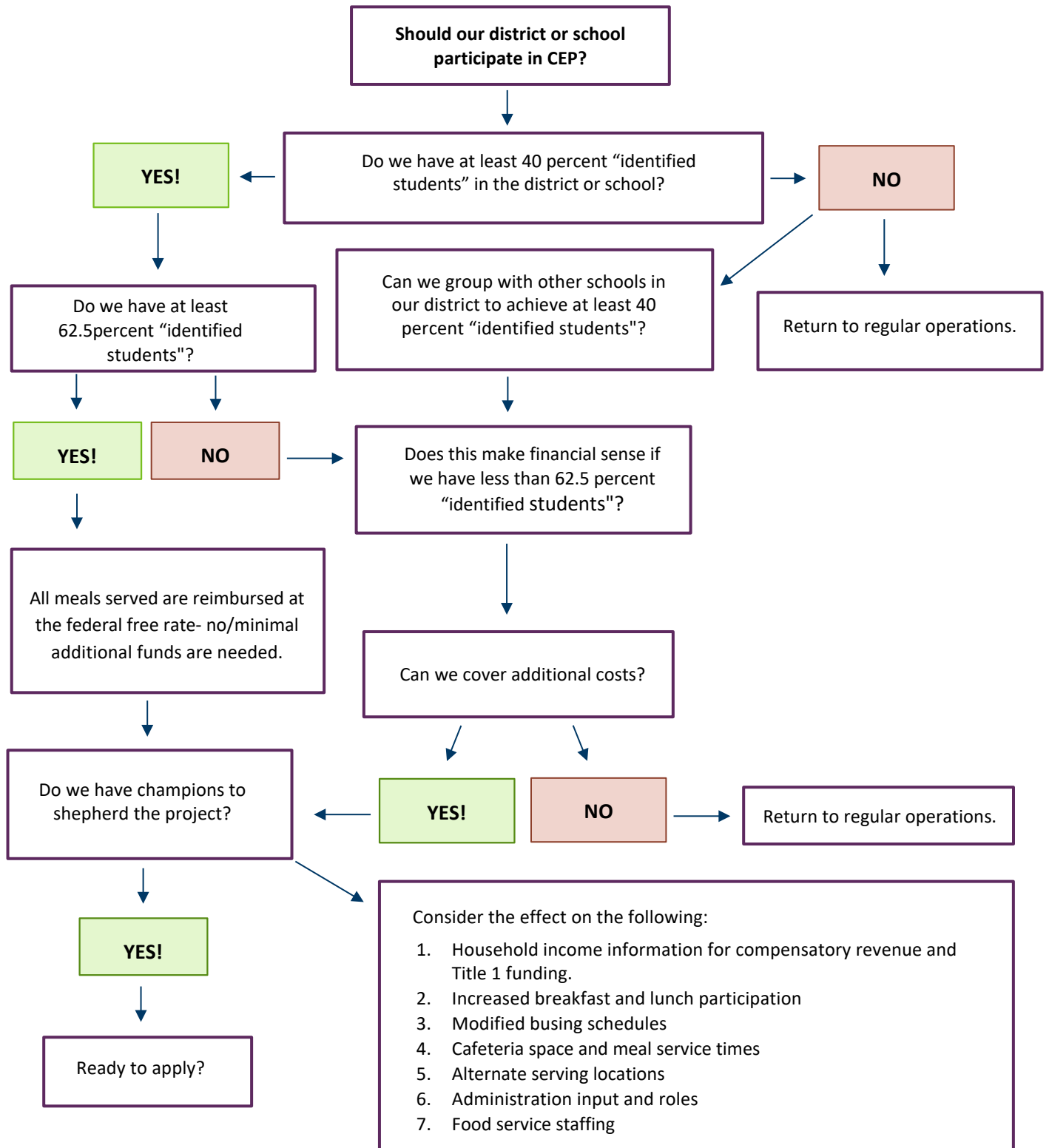


Community Eligibility Provision Decision Tree



Community Eligibility Provision Flowchart Key

Should we participate in the Community Eligibility Provision (CEP)?

1. Do we have at least 40 percent “identified students” in the district or school?

CEP requires that at least 40 percent of student enrollment is determined to be “identified.” “Identified students” include students directly certified without an application, i.e., students on the direct certification list, and those that are homeless, migrant, in Head Start or are foster students.

2. What if we have at least 40 percent “identified students” in some schools in our district, but not all? Can we group with other schools in our district to achieve at least 40 percent “identified students” on average?

Yes. Individual school sites can participate in CEP, or sites can be “clustered” to achieve 40 percent or even a higher percentage rate.

3. Do we have at least 62.5 percent “identified students?”

If a school or district has at least 62.5 percent “identified students,” the school/district will receive the highest rate of reimbursement (federal free rate) for all meals served to all students regardless of their individual income eligibility. The rate of reimbursement is determined by multiplying the “identified student” rate by a factor of 1.6. Reimbursement is distributed at the federal free rate of reimbursement and paid rate of reimbursement. There is no reduced-price reimbursement in CEP.

Example 1:

62.5 percent identified X 1.6 = 100 percent (100 percent of meals are reimbursed at the free rate.)

Example 2:

50 percent identified X 1.6 = 80 percent (80 percent of meals are reimbursed at the free rate; 20 percent of meals are reimbursed at the paid meal rate.)

4. Does this make financial sense if we are less than 62.5 percent “identified?”

You will need to do some calculations to find out. Generally, if you have at least 55 percent “identified students,” local educational agencies can cover the difference between the free rate of reimbursement and the paid reimbursement rate for those few students. However, this is an individual school/district decision. Use the Federal CEP Estimator tool to estimate reimbursements. The tool is located on the Oregon Department of Education Child Nutrition Special Provision web page under CEP resources.

5. Can we cover the additional costs?

All students must be provided breakfast and lunch meals at no charge. If you do not have a 62.5 percent “identified student” rate, non-federal funding must be used to cover costs, such as general funds, a la carte sales and in-kind donations.

6. Do we have champions to shepherd this project?

Champions are necessary! A strong team is critical to a successful launch of CEP. Take time to consider if this is a good option for you this year. Do you have **adequate support?** Are the school board, superintendent, principal, business administrator, director, school food service and community involved? Is there enough school support to take on administrative tasks? It is imperative that administration is strongly in favor of operating this provision at school sites.

In addition, **promotion and marketing** is crucial. How will you get the word out/advertise about CEP? Think about using local media, newspaper, board meetings, signage at school and letters home to parents.

7. Be sure to cover all the bases.

An alternate household income application will be required in order to obtain income demographic data needed for Title 1 and various state funded programs. Because the CEP program does not require collection of household meal benefits applications, federal food service funds cannot be used to pay for the distribution, collection and approval of household income forms. Schools/districts will need to determine how this process will be completed. Breakfast and lunch participation is sure to increase with CEP. Is the food service operations equipped to handle the increase in labor hours, equipment, cafeteria space, lunch and breakfast serving times, location, etc.? You may want to consider alternate serving locations and styles of service, and address any change in busing schedules.